

LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



Fast Facts

Basic Operations & Procedures

Agendas	Budgeting
Constitutions	Elections
Meetings	Minutes

Skills for Leaders

Assertiveness	Communication
Delegation	Ethics
Goal Setting	Recognition

Planning Activities

Co-sponsorship	Fundraising
Group Dynamics	Teambuilding
Planning/Evaluation	Retreats

Beginnings & Challenges

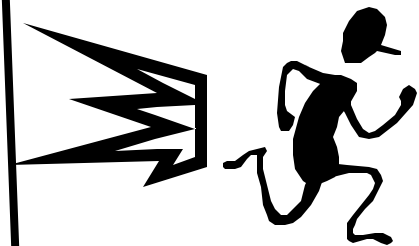
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



Fast Facts are brought to you by

OSAL
Office Of Student Activities & Leadership

2122 Webb Center
Norfolk, VA 23529
Phone: (757) 683-3446
Fax: (757) 683-6088
www.odu.edu/studentactivities



Fast Facts

Quick Tips
For Developing
Effective Leadership

Constitutions

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*Basic Operations
& Procedures*
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Like the Constitution of the United States of America,, constitutions give organizations a lasting structure.

Having a constitution is one of the requirements OSAL has for being or becoming a registered student organization.



Be sure to include certain basic information about the workings of your organization in your constitution.



CONSTITUTION

Article I Name of Organization

Article II Purpose

Article III Responsibilities of Members

Article IV Officers

- A. Duties
- B. Qualifications
- C. Term
- D. Removal procedure
- E. Replacement procedure

Article V Elections

- A. Frequency
- B. Nomination procedure
- C. Election procedure

Article VI Meetings

- A. Frequency of general meetings
- B. Frequency of officer meetings

Article VII Amendments

- A. Recommending
- B. Voting

By-Laws detail the procedures your group must follow to conduct business in an orderly manner. They generally contain specific information about:

- A. Membership (requirements, resignations, expulsion, rights and duties)
- B. Dues (amount and collection procedures, any special fees, when payable)
- C. Duties of Officers (powers, responsibilities, specific job descriptions, removal)
- D. Executive Board (structure, composition, powers)
- E. Committees (how formed, chairpersons, meetings, powers, duties)
- F. Order of Business (standard agenda for conducting meetings)
- G. Parliamentary Authority (provisions for rules of order, generally Roberts Rules of Order - Newly Revised)
- H. Amendment Procedures (proposals, notice required, voting requirements)
- I. Other specific policies and procedures unique to your organization necessary for its operation